

**Consolidated Report on Ageing of Cash Advances  
Schedule of Advances to Officers and Employees  
As of November 15, 2015**

Agency Name: Parole and Probation Administration

Agency Code: B0777

Book No.

Account Title: Advances for Operating Expenses/ Advances to Special Disbursing Officer/  
Advances to Officers and Employees/Petty Cash fund

Account Code: 1-99-01-010, 1-99-01-020, 1-99-01-030, 1-99-01-040

Name	Date CA Granted	Particulars	Ref	Total amount	Amount Due				Remarks
					Less than 30 days	31-60 days	61-365 days	Over 1 year	
<b>A. Advances for Special Purposes</b>									
<b>1. Local Travel</b>									
Central Office		C/A - Official Travels		55,544.84	9,263.00	2,634.00	43,647.84		
NCR		C/A - Official Travels		28,334.00		28,334.00			
Region II		C/A - Official Travels		18,400.00	18,400.00				
Region V		C/A - Official Travels		13,120.00	13,120.00				
Region VII		C/A - Official Travels		44,075.72	44,075.72				
Region X		C/A - Official Travels		2,400.00		2,400.00			
Region XI		C/A - Official Travels		14,274.00	14,274.00				
Region XIII		C/A - Official Travels		1,850.00	1,850.00				
<b>2. Foreign Travel</b>									
<b>3. Special Activities/Projects</b>									
NCR		C/A of SDO to cover building insurance expense		5,877.40	5,877.40				
NCR		C/A of SDO to cover training expenses		245,700.00	245,700.00				
<b>B. Advances to Regular Disbursing Officers</b>									
<b>1. Payroll</b>									
Central Office		C/A to cover PEI FY 2015 of PPA-Reg.		74,196.00	74,196.00				

Central Office		C/A to cover PEI FY 2015 of PPA-CAR		40,911.00	40,911.00				
Central Office		C/A to cover PBB FY 2014 of PPA-Reg. 4A		430,000.00			430,000.00		
Region II		C/A to cover Janitorial Fees for October 2015		9,300.00	9,300.00				
<b>2. Seminar/Conference</b>									
Region IV-A		C/A to cover training expenses		25,000.00		25,000.00			
<b>3. Expenses</b>									
Central Office		Petty Cash Fund		41,900.00	11,900.00	30,000.00			subject for monthly replenishment
NCR		Petty Cash Fund		15,000.00	15,000.00				subject for monthly replenishment
CAR		Petty Cash Fund		5,000.00	5,000.00				subject for monthly replenishment
Region IV-B		Petty Cash Fund		10,000.00	10,000.00				subject for monthly replenishment
Region V		Petty Cash Fund		5,000.00	5,000.00				subject for monthly replenishment
Region V		C/A to cover VPA Honorarium		46,900.00		37,100.00	9,800.00		
Region VII		Petty Cash Fund		10,000.00	10,000.00				subject for monthly replenishment
Region IX		Petty Cash Fund		2,000.00	2,000.00				subject for monthly replenishment
Region X		Petty Cash Fund		8,000.00	8,000.00				subject for monthly replenishment
Region X		C/A to cover VPA TEV		2,400.00		2,400.00			
<b>GRAND TOTAL</b>				<b>1,155,182.96</b>	<b>543,867.12</b>	<b>127,868.00</b>	<b>483,447.84</b>	<b>0.00</b>	

**Certified Correct:**

**(sgd.) NOR-AIN D. DIMACUTA**  
 Chief Accountant  
 Head, Accounting Office

**Approved By:**

**(sgd.) MANUEL G. CO, CESO I**  
 Administrator  
 Agency Head